

**GEOSPACE-RELATED MISSION OF OPPORTUNITY
CONCEPT STUDY REPORT REVIEW:
SITE VISIT INSTRUCTIONS**

The purpose of the site visit is for the NASA Evaluation Team to seek clarification on issues that they deem appropriate in order to carry out a comprehensive review of the Phase A Concept Study.

The site visit dates and locations have been scheduled with the Principal Investigators (PI) and will be conducted during the week of October 29 to November 2, 2007. Coordination is through Waldo J. Rodríguez (w.j.rodriguez@nasa.gov) from NASA's Science Support Office (SSO).

QUESTIONS FROM THE EVALUATION TEAM:

The Evaluation Team will have both written and oral questions for each Investigation Team. A list of written questions will be sent to each Investigation Team by 10am Eastern, seven (7) calendar days before their individual site visit date. For example, if your site visit were to be scheduled for July 13th, your team would receive the questions on the morning of July 6th. All Investigation Teams will receive the same lead-time.

The list of questions will be delivered to the Principal Investigator by fax. **By October 10, 2007, each PI must send an email to Waldo Rodríguez stating the fax number that is be used for receipt of the review questions.**

In addition, with the concurrence of the Investigation Team PI, the questions can be emailed. **If this option is desired, the PI should send an email to Waldo J. Rodríguez confirming that the email of questions is acceptable and providing a list of addresses for receipt of the review questions.**

Immediately upon receipt of the questions, confirmation must be provided to Waldo J. Rodríguez by email and phone (757) 864-8924.

There will be 3 types of questions:

1) Early Written Response Required Questions:

Some portion of the written questions will be designated as "Early Written Response Required". The evaluation team anticipates that the answers to these questions may include detailed data that the Evaluation Team must review prior to the site visit. **Answers to the Early Response Required Questions are due 76 hours after receipt of the questions.** The answers must be in writing and emailed to Waldo J. Rodríguez by the due date and time. If the answer includes the transmission of large files that cannot be emailed, provisions must be made for the Evaluation Team to obtain the information (e.g. ftp server). Confirmation of receipt will be sent to the PI by phone and to the PI and any designees by email. The Investigation Teams should also address the question topics during their site visit presentations and inquire whether the Evaluation Team has further questions after having reviewed the data.

2) Written and Oral Response Required Questions.

Another portion of the written questions will be designated as “Written and Oral Response Required”. These questions are to be addressed during the presentation time at the site visit. The evaluation team expects the presentation materials to contain sufficient written information so as to document a complete answer to the question.

3) Written Response Only Questions:

The remainder of the questions will be designated as “Written Response Only”. Written responses to these questions must be provided to the Evaluation Team at the beginning of the site visit. It is not necessary to address these items in the presentation materials. After reviewing the written responses during the site visit time, the Evaluation Team may ask additional questions.

At the beginning of the site visit, Investigation Teams must provide a summary page listing all questions and where in the presentation materials, or otherwise, each question has been addressed. In the presentation materials, please clearly identify the question topic and number at the point the question is addressed. The scope of the response should be clearly delineated in the written and presentation materials.

Investigation Teams should note that each question is intended to secure clarification on some aspect of your Concept Study Report. All questions are important; there will be no “boilerplate” questions.

SITE VISIT AGENDA:

The site visit will be limited to the hours between 8:00 AM to 3:00 PM, local time, with the hour from 12:00 – 1:00PM reserved for a separate evaluation team caucus and lunch. All briefings must be in plenary (no splinter sessions, no hallway discussions).

The responsibility for deciding the content of the site visit is assigned to the Investigation Teams, however the Evaluation Team will provide feedback on a draft agenda. **Each team must email Waldo J. Rodríguez a draft agenda for the site visit no later than October 10, 2007.** The Evaluation Team will review the agenda and include any comments to the Investigation Team when the Questions from the Evaluation Team are sent.

Please be aware that, after the site visit lunch break and evaluation team caucus, the evaluation team may request a change in the afternoon agenda to focus on specific issues.

NASA has set aside six (6) hours for this site visit, including all presentations and any optional tours/demonstrations. If the presentations, questions, and tour do not fill 6 hours, the Evaluation Team will end the meeting earlier. The Evaluation Team will not stay at the site longer than the ending time of 3:00 pm local time. All Investigation Teams receive the same opportunity in terms of the Evaluation Team’s time and attention. The lunch break and evaluation team caucus is not included in the 6-hour maximum time for the site visit presentations. Please allow for a 15-minute break within the 4-hour period in the morning.

All materials to be provided to the Evaluation Team must be presented within the 6-hour site visit. Once the site visit is over, the Evaluation Team will not accept further materials.

The Evaluation Team will leave immediately after the site visit has ended and will not participate in social activities afterwards.

SITE VISIT PARTICIPANTS

The total number of NASA-sponsored participants arriving for the site visit including Evaluation Team members, NASA Headquarters personnel, and Program Office personnel will be at most 40. As the site visit date approaches Waldo J. Rodríguez will provide each PI a list of attendees. On the participant list, information on citizenship and any special needs (such as ramps for handicap access) will be provided.

ADDITIONAL DETAILS:

1. Investigation Teams must provide detailed information on the location of the site visit such as address, building number, and room number or name along with maps and directions to the specific building and room where the site visit will be conducted. Information on special parking arrangements must be provided. **Send the site visit information to Waldo J. Rodríguez by October 10, 2007.**
2. Please make arrangements at any access gates for security badges and passes for all participants.
3. Nametags must be available at the entrance to the site visit meeting room. Nametags must state the persons name and their role as "Evaluator", "Investigation Team Member", or "Observer".
4. Seating arrangements: Rows at the front of the room must be reserved for Evaluators. Rows immediately behind the Evaluators should be reserved for HQ Headquarters and Program Office personnel. Observers should be seated toward the back of the room.
5. Electrical power must be provided in the evaluator seating area for personal computers.
6. Do not provide any promotional material such as pens, patches, or other items related to the investigation.
7. The Investigation Team must make lunch arrangements for the Evaluation Team. A separate room must be provided so that the evaluation team can meet comfortably and in private during the lunch break. Arrangements should be such that food can be collected, consumed and discussions held in less than an hour. The Investigation Team will be reimbursed for lunch and any other refreshments that are provided to the Evaluation Team. In advance of the site visit, please provide Waldo J. Rodríguez a prorated cost-per-person for the lunch and other refreshments that are to be provided.
8. A bound hardcopy and a CD of all presentation materials should be made available to each Evaluation Team member and other designated NASA-HQ sponsored attendees.
9. Audio or video recording of the site visit is not allowed.

END OF INSTRUCTIONS